

WESTERN VIRGINIA WATER AUTHORITY

MINUTES OF BOARD MEETING

NOVEMBER 18, 2010

The Board of the Western Virginia Water Authority (Authority) met on Thursday, November 18, 2010 at 3:00 p.m., in the 2nd Floor Board Room, Coulter Building, 601 S. Jefferson Street, Roanoke, Virginia. Chairman Marc Fink called the meeting to order at 3:00 p.m.

ROLL CALL: Present: Board Members Marc Fink, John P. Bradshaw, Jr., Donald L. Davis, Gray Goldsmith, Shirley Holland (3:02 p.m.), Robert C. Lawson, Jr., H. Odell "Fuzzy" Minnix-----7.

Absent: None-----0.

OTHERS PRESENT: Michael McEvoy, Executive Director, Wastewater Services; Gary Robertson, Executive Director, Water Operations; Bruce Grant, Treasurer; Jeremy Carroll, Acting Counsel to the Authority; Jean Thurman, Secretary, Mary Sweeney, Assistant Secretary and Sarah Baumgardner, Environmental Communications Coordinator.

Other Guests were: Ramona Carter, Assistant Director, Field Operations; Tanya Catron, Senior Accountant; Tammy Lawfield, Staff Accountant/Budget Analyst; Rick DeSalvo, Draper Aden; Lisa Kitchens, Draper Aden; Gary Rookstool, G.H.D. (formerly Stearns & Wheeler).

Mr. Fink declared that a quorum was present.

APPROVAL OF MINUTES: Mr. Davis moved approval of the minutes of the October 21, 2010 Board meeting. His motion was seconded by Mr. Goldsmith. Referencing the second paragraph on page 4 of the minutes, Mr. Goldsmith asked about the Authority man-hours spent in the City of Roanoke's Market Building rehabilitation project and whether that was an expense to the Authority or a City responsibility. Mr. Robertson responded that on the water side there were some small parts of the project that were the City's responsibility, but the majority was the Authority replacing water lines. Mr. McEvoy responded that the sewer ran directly

under the building, and the planned building renovations provided an opportunity to relocate this main for better access and maintenance. Mr. McEvoy stated that the City agreed to pick up all the paving and restoration costs. Hearing no further discussion, the minutes of the October 21, 2010 Board meeting were approved by unanimous voice vote.

COMMUNICATION FROM EXECUTIVE DIRECTORS: Mr. Robertson gave a summary of the October 2010 Executive Directors' Report. His summary included the Water System, Wastewater System, Administration and Regional Efforts/Contract Operations. A copy of this report in its entirety was filed with the secretary and made a part of these minutes.

Water System: As reported, both reservoirs are at 80% capacity which is within acceptable limits for this season of the year.

Mr. Robertson noted that Staff has been exploring various options to accelerate the implementation of automatic meter reading (AMR) technology and to address the issue of unaccounted for water throughout the water distribution system. As part of this evaluation, staff has also considered a comprehensive program to identify, design, install, maintain, monitor and arrange other financing of large-scale energy and operational efficiency programs. A report explaining the process in detail was provided at the October 21, 2010 meeting. Phase 1 of the project involves contracting with an Energy Services Company (ESCO) qualified to provide an investment grade audit.

The four Board members present at the October 21st meeting were in agreement with proceeding with Phase 1 only after the three Board members who were absent were polled one-on-one on the process. The Board gave unanimous consent for Mr. Fink and Mr. Robertson to poll the three Board members separately and to proceed with an initial audit if appropriate. No work other than the initial audit was authorized at this time. Mr. Robertson updated the Board by noting that the three Board members were contacted and that Phase 1 only, which is the investment grade audit, would now proceed. The audit will take about six months and when the audit information is available, staff will come back to the Board to decide how or if the project will proceed.

In a letter dated November 2, 2010 from Mr. Robert Weld, Regional Director of the DEQ's Blue Ridge Regional office, staff was notified that requirements contained in

the Consent Order which was issued on June 25, 2010 for the Falling Creek water treatment plant have been satisfied and that the Consent Order has been terminated effective November 2, 2010. The consent order dealt with the Authority's discharge of backwash water and addressed the allowable levels of copper that had been exceeded on a number of occasions. The Authority satisfied the requirements by recycling the backwash water and eliminating the discharge all together.

The Wirtz Road (VA Route 697) water line extension project was substantially completed during the month of October. The only remaining work is actually connecting customers to the line.

Carnell Construction continues to work on the armoring system on the Falling Creek Dam. The system is approximately 60% complete.

A contract for Liberty Road has been awarded and construction is expected to begin toward the end of November. This project will utilize a combination of pipe bursting, slip lining and open trench construction methodologies.

Construction continues on Glen Heather. Club Lane is completed. Belle Meade is continuing. Harrison area and Ingal Boulevard are all under project.

There were 28 water main breaks in October. Eight of those were on two-inch or smaller, 13 were on four or six-inch mains and seven of the 28 were on either eight-inch or larger mains. Leaks on water services held steady at 28 for the third straight month.

Wastewater System: As reported, on the wastewater system, the average flow was just under 35 million gallons per day (mgd). There were no wet weather overflows. The Authority's contractor land applied 1,367 dry tons of biosolids. The WPC Plant accepted 335 septage truck loads. A total of five dry weather overflows were recorded from the collection system.

The Digester Cover Replacement project is complete. A notice to proceed has been issued for the Digester Gas Cogeneration Installation. Repairs to the North Road Retaining Wall are out for bid. This project involves permanent repairs to the sheet pile retaining wall that was damaged last year in a heavy rain event.

The Virginia Department of Health has contacted Mr. McEvoy about new regulations affecting the Westlake Wastewater Treatment Plant. Basically the regulations are related to Alternative Systems discharged to drain fields.

Engineering Services has declared substantial completion for several manhole repair and sewer main renovation projects. Work on the Market Street Sewer Relocation is complete. A Notice to Proceed was issued to E. C. Pace Construction for the Shaffer's Crossing Sewer Replacement project. Design and modeling efforts are underway in-house for upgrades to the sewer lines in the vicinity of Fairhope Road and Harvest Lane. Staff from Engineering Services and Finance met recently with representatives from DEQ and the Virginia Resources Authority (VRA) to review the terms of the Authority's capital and loan request. Interest rates less than 3% were discussed.

Crews from the Field Operations division have replaced the sanitary sewer located in Carrington Drive. This work was done with pipe-bursting technology. Staff also installed new frames and covers on manholes along Murray Run in Fishburn Park to reduce inflow and infiltration.

For the last few months, staff has been negotiating settlement of a claim made by Branch Management Corporation (Branch) involving a sewer backup at 802 Kerns Avenue. The Authority's insurance carrier denied the claim based upon a wet weather contribution which Branch has appealed. Authority staff has proposed a settlement with both parties sharing costs. Although the terms have not been finalized, Branch has recently signaled its willingness to accept a settlement.

The SSE/R section has been working in the downtown Market area to locate stormwater connections to the sewer system. Several sump pumps have been located both in the Market Building and in the Center in the Square Building. These will be routed to nearby storm drains during building renovations.

Administration: As reported, the Executive Directors extended an invitation to the Board to join staff at the Authority's Annual Service Award Luncheon to be held at 11:30 a.m. on January 26, 2011 at the Elks Club.

A copy of the finalized Comprehensive Annual Financial Report (CAFR) was provided to the Board in the November agenda packet. Staff is beginning the budget process for FY 2012.

Billed Consumption for October was about average but less than October 2009. Telephone calls to Customer Service continue to be high with response times being less than historical benchmarks due to employee health leave, a vacancy and also the automated phone system that reminds customers about their delinquent bills. The affect of these automated calls is that customers feel free to call back.

Mr. Davis asked about the billing related work orders recorded under Table 1 – Water, Billing Related Work Orders Processed (re-reads, service calls). He noted that the total is down significantly. Mr. Robertson noted that one impact is that for the past year turn-offs have been done on a monthly basis instead of bi-monthly. The automated call system has also had an impact. The monthly turn-offs and the automated call system have also impacted past due balances. Balances due for accounts in the 30 to 60 day range and the 60 to 90 day range were both 25% less than the previous month and more than 30% less than the same month last year.

Optional health screening assessments were made available to employees during October as part of the Authority's wellness program. This service, as well as annual flu shots for employees, is provided by the Authority's new health insurance provider, TLC.

Replacement of the Coulter Building's roof is nearly complete. Roof work at the Field Operations building on Hollins Road is complete.

Dr. Lou Perrott from the Virginia Psychological Association will present the Authority with a certificate and award for winning the Virginia Psychologically Healthy Workplace Award at the Senior Staff meeting on Tuesday, November 23, at 8:00 a.m. Dr. Perrott stated that "this award is intended to shine the spotlight on organizations doing something exemplary and different in the people part of the organization".

Regional Efforts / Contract Operations: As reported, new contract sewer rates for FY 11 have been calculated from FY 10 audited expenses for the Authority's WPC Plant partner jurisdictions. While the rates vary slightly between Salem, Vinton and Botetourt County, the approximate increase for each locality is 10% and is due primarily to increased biosolids disposal costs and higher operational expenses from last winter's wet weather. The rate increase follows two straight years of rate decreases, 13% in FY 09 and 10% in FY 10.

The Authority partnered with the Roanoke Area Youth Substance Abuse Coalition to host a task force meeting on November 10 in the Authority's Field Operations conference room to discuss both the environmental and health issues surrounding the proper disposal of prescription medication, and more importantly, develop a plan to educate the public about the environmental and health risks associated with the improper disposal and misuse of prescription drugs.

The Town of Fincastle has renewed its operations agreement with the Authority for another year. This is the final renewal option under the contract which expires October, 2011.

Mr. Minnix asked for an update on William White, the man convicted of making threats over the internet, who is currently in jail and who has a record with the Authority of having water turned off and on at various rental locations he owns which has resulted in a lien against the properties.

Discussion ensued during which Mr. Robertson addressed questions and comments from Board Members.

Mr. Fink asked if there were any other questions for the Executive Directors.

Mr. Bradshaw, referring to Page 2 of the Executive Directors' report, stated that it indicates that Club Lane has four and six-inch water lines. He asked if the Authority puts fire hydrants on four-inch lines. Mr. Robertson responded, no. The four-inch line was actually a very small amount of that project. It was across the back of a lot to interconnect to an existing four-inch line.

Mr. Bradshaw stated that he was not present at the October 21 Board meeting. He noted that the minutes of the October 21 meeting indicated a discussion of some problems with the power company on generation versus the power generation from the recovery of the methane gas. He asked if this has been resolved. Mr. McEvoy responded, no. He stated that we are at an impasse right now. The power company wants the Authority to again pay a capital charge to upgrade their substation. The Authority basically told the power company that we were not interested in that. We were going to look for an alternative. The power company agreed basically to give the Authority until March 2011 to determine a solution. Mr. McEvoy stated that the Authority is not going to meet that deadline so we still need to talk with the power company. Right now, the power company is agreeing not to bill the Authority and we

are working toward a solution that will get off their system. Mr. McEvoy noted that this has been going on since 2007. The power company is not pressing the issue, but they would like to see some resolution.

SEWER BACK-UP CLAIM: A sewer back-up claim filed by Branch Management Association (Branch), 802 Kerns Avenue was referenced in the Executive Directors' Report. This back-up occurred on July 20, 2009. As stated earlier, the Authority's insurance carrier denied the claim based on a wet-weather contribution to the back-up and Branch has appealed.

To further clarify the claim, Mr. McEvoy reviewed with the Board two letters, one from Mr. McEvoy to Mr. Michael Branch, Vice President, Branch Management Association and the other from Mr. Michael Branch responding to Mr. McEvoy's letter. Copies of these letters were included in the Board's November Board packet. Mr. McEvoy also showed several slides of the location of the back-up and gave a detailed explanation of the results of an investigation of the back-up.

Mr. McEvoy's letter expressed the Authority's willingness to consider a compromise to settle the back-up claim made by Branch and further to assist with the process of disconnecting the private storm drains inappropriately tied to the sanitary sewer with the understanding that the Authority has no legal liability in this matter and noting that this view is shared by the Authority's insurance carrier. Any settlement will require a release by Branch of current and future claims.

In summary, the back-up was the result of a rain event. Sanitary Sewer is not designed to handle stormwater drainage. The private storm drains at 1354 8th Street, another building owned by Branch Management Association, that handle the stormwater from the building and the parking areas, contributed excess water to the sanitary sewer causing the backup.

While the Authority is authorized to manage water and sewer service for customers in the Roanoke Valley, it is not the responsible agency with regard to stormwater management within the City of Roanoke and has no responsibility for private damage. Connection of storm drains to the sanitary sewer is prohibited by the Authority's regulations. These regulations are a condition of service and there are no provisions to grandfather existing connections.

In addition to the initial response, the Authority has expended approximately \$5,000 to further investigate the back-up and evaluate alternatives for disconnection of the storm drains. To resolve this issue, the Authority is willing to pay 50% of the costs associated with the cleanup completed by Consolidated Construction Service, Inc. not to exceed \$4,800. The Authority will also fund 50% of the cost to disconnect the storm drains from the sanitary sewer and route them to the storm drain located at 802 Kerns Avenue, not to exceed \$7,500. The storm drain appears to have adequate capacity to handle the drainage from 1354 8th Street; however, relocation will increase flow to this drain. The Authority makes no warranty as to the effectiveness of this solution.

Initially, Branch settled an \$18,000 claim from the Rivermont School, a private school which rents storage space from Branch where the back-up occurred, by essentially foregoing some rent payments and the school dropped their claim. When Branch first spoke with the Authority, the cost of the school claim was not on the table because he said that had been settled. Now that claim is back in the mix. At this point, the cost is such that it exceeds the authority granted the Executive Directors to settle these kinds of claims and would need to be a Board action.

Mr. McEvoy stated that disconnection of storm drains is not something in which the Authority has participated in the past. The Authority inspects a number of residential properties every month and requires the residential homeowners to disconnect storm drains from the sanitary sewer. The cost on these residential ones is usually around \$200. This claim is a magnitude higher.

Mr. McEvoy stated that a minor point is that generally the Authority has not paid claims on lost income. If there was a water main break and a business had to shut down for half a day, the Authority typically does not reimburse for lost business during that shutdown period. Essentially, by adding the rent that Branch forgave Centra for Rivermont School, he is asking the Authority to compensate him for lost income.

Following lengthy and detailed discussion during which a number of questions and comments from the Board were addressed by Mr. McEvoy, it was the consensus of the Board that Mr. McEvoy move forward and present an updated report at the January 20, 2011 meeting.

FINANCIAL REPORT FOR OCTOBER 2010: Mr. McEvoy gave the financial report for the month of October 2010. His report included the Water Fund, the Water Pollution Control Fund and Combined Financial Operations. A copy of this report is filed with the Secretary and made a part of these minutes.

As reported, the month of October represents 33% of the budget year. For the Water Fund, Revenues were ahead of budget at 34%. Expenses are under budget at 30%. Income from Operations is 41%. Net income is 40%.

For the Water Pollution Control Fund, Revenues are right at 33%. Expenses are under at 32%. Primarily driving the expenses is biosolids costs. Income from Operations is at 34%. Net income is 29%, a little lower because some of the debt for the year has already been paid.

Overall, Revenues are at 33%. Expenses are at 31%, Income from Operations is at 37% and Net Income at 34%.

Mrs. Holland asked for the amount that the Authority is not able to collect per year. Mr. McEvoy responded that \$400,000 is budgeted for each fund. Mr. Grant responded that the fund has built up \$300,000. Currently we are at the budgeted \$400,000. About \$130,000 is written off each year. The fund covers three years. He stated that we are on the okay side and next year we will be looking at the question of do we lower the fund as opposed to pushing more money into it. Mrs. Holland asked if \$130,000 is for the whole operation? Mr. McEvoy responded, yes. Mr. Robertson responded that a significant portion of the Authority's write-offs each year is from rental property.

Mr. McEvoy called attention to the final copy of the Comprehensive Annual Financial Report (CAFR) that was approved in September and included in the November Board packet. Overall assets were increased for both funds totaling more than \$9M. Some of that is in cash and some in developer contributions. We are in the black essentially for both funds.

Mr. McEvoy stated that last year the Board desired some changes in the budget process. Just as a reminder, there is no Board meeting in December. The next meeting will be January 20th. Staff would like to take that as our budget kickoff and essentially have a workshop format to receive Board comments and expectations before budget work begins.

REPORT FROM AUTHORITY COUNSEL: Mr. Carroll, on behalf of Mr. Darby, stated that Counsel has no report.

REPORT FROM COMMITTEE CHAIRS: None

AUTHORIZATION TO EXECUTE REVISED BULK WATER AGREEMENT WITH BEDFORD COUNTY PUBLIC SERVICE AUTHORITY: Resolution No. 207 was before the Board.

Mr. Robertson noted that the Authority enjoys a close working relationship with the Bedford County Public Service Authority. That relationship has grown since Franklin County became a member of the Authority.

When the Authority was formed, contracts were inherited from the county and the city. One of these was a contract between the City of Roanoke and the Bedford County Public Service Authority to sell them bulk water in the Stewartsville area from the Falling Creek Plant. When Franklin County became a member of the Authority, a contract was inherited between the Bedford County Public Service Authority and Franklin County for the purchase of water in the Westlake area.

Both of these contracts are similar in nature other than the way the bulk rates are calculated. The proposed agreement would establish a single rate and formula for the purchase and sale of bulk water. This rate will be established jointly each year by the Executive Director of the Bedford County Public Service Authority and the Executive Director for Water Operations for the Western Virginia Water Authority. The proposed agreement would use the actual cost of water production at the Lakes Central Water Treatment Plant for an annual bulk rate. Using this formula, the rate for both parties for the upcoming year would be \$2.78 per 1,000 gallons.

Adopting Resolution No. 207 would authorize the Executive Director for Water Operations to execute the proposed agreement.

Mr. Minnix asked if the rate would be reviewed annually. Mr. Robertson responded, yes, it would be reviewed annually.

Mr. Robertson noted that the proposed agreement was approved by Bedford County on Tuesday, November 16th.

Mr. Davis asked if the Authority sells a lot of water to the Bedford County Public Service Authority. Mr. Robertson responded that we sell on an average of between 30,000 and 35,000 gallons a day. We are probably purchasing about 200,000 gallons a day.

Mrs. Holland asked if this agreement is going to Franklin County. Mr. Robertson responded that it does not have to go to Franklin County. Franklin County transferred the contract to the Authority when they became a member.

Resolution No. 207 was moved by Mr. Minnix and seconded by Mrs. Holland. Resolution No. 207 was adopted by the following roll call vote:

AYES: Board Members Bradshaw, Davis, Goldsmith, Holland, Lawson, Minnix and Fink-----7.

NAYS: None-----0.

UPDATE ON NEW HEALTH DEPARTMENT REGULATIONS FOR ALTERNATIVE ONSITE SEWAGE DISPOSAL SYSTEMS: Mr. McEvoy reported that the Virginia Department of Health has adopted emergency regulations effective April 7, 2010 to address legislative requirements passed during the 2009 General Assembly session for operation and maintenance of alternative onsite sewage disposal systems. By way of explanation, wastewater plants that discharge treated water offsite are regulated by the Virginia Department of Environmental Quality (DEQ). Systems that dispose of the water onsite, typically by infiltration into the ground, are regulated by the Health Department. Their authority includes a wide range of treatment units from traditional single family septic tanks to conventional wastewater treatment plants like the Authority's Westlake Wastewater Treatment Plant. Affected by the new regulations is any wastewater system that is not a conventional septic tank system. Collectively, the Health Department refers to these as alternative onsite sewage disposal systems or alternative systems.

The new regulations apply to alternative systems installed after July 1, 2009. There are also requirements for systems installed before this date, but these are much less stringent. The overall goal of these regulations is to improve treated water quality by having licensed operators perform routine maintenance and tests of these systems. The Authority's Westlake Wastewater Treatment Plant is covered by these rules and already meets the requirements under current flow conditions. When plant flows

exceed 40,000 gallons per day, additional monthly reporting and staffing requirements beyond what the Authority currently provides become effective. There is a variance process for facilities with remote monitoring capabilities, such as at the Westlake Plant, so it is likely the Authority can avoid this additional cost.

As part of the rule development, the Weldon Cooper Center did a lengthy survey of system owners (see attached executive summary). Approximately 20% of those surveyed reported problems with their systems. Seventy-five percent (75%) considered an annual maintenance contract exceeding \$300 expensive with \$100 being considered the median acceptable price.

A business opportunity also presents itself with these new regulations. Owners of these systems are required to “maintain a relationship with an operator”. Several Authority employees have the appropriate license and at least two have been contacted by system owners about the new regulations. The Authority could set up a service program with its staff to meet the inspection and reporting requirements of the rule and bill system owners a monthly fee. Rates could be developed for each class of alternative system. System repairs and maintenance could be handled by Authority staff or contracted to a third party but would likely have an additional cost beyond the monthly charge. For a homeowner system, the rate would likely be \$20 to \$25 per month plus an initial fee. Other items to consider include:

- Would the Authority provide this service to any customer within a reasonable geographic area making the request or would it be limited to customers in the Authority’s retail service area (Roanoke and Franklin Counties, City of Roanoke) or only to existing Authority water customers?
- Are there a minimum number of customers necessary to make the program successful? Can the service be handled by existing personnel and resources?
- How aggressive is the Health Department going to be in enforcing this regulation? Would they be willing to recommend the Authority in response to system owners’ inquiries or provide the Authority the permit database?
- Are there other compatible services that could be provided such as private lift station maintenance for homeowners?

The Franklin County Health Department sent out 85 notification letters. Staff is trying to determine the extent of need in other area localities.

Discussion ensued with a number of questions and comments from the Board being addressed by Mr. McEvoy. No action is required at this time.

AUTHORIZATION TO SUBMIT BID FOR CONTRACT SERVICES – STAROVERLAKE WATER SYSTEM: Mr. Robertson stated that the Staroverlake Water System currently provides potable water service to the 68 residents of the Starwood, Overlook and Lakemont subdivisions in Franklin County. This development is located just off Route 122 in the Westlake area of Franklin County and generates a gross annual revenue of \$38,000. The customers currently pay \$42/month on a quarterly basis. This rate is \$10/month higher than the Authority/Franklin County rate and would remain in force.

The residents of these neighborhoods acquired the water system in 2002 from the previous private owner. The homeowners have subsequently made numerous capital improvements to the water system. The homeowners currently contract portions of the water system operations and handle billing and maintenance coordinating in-house.

The Homeowners Association has contacted the Authority about the possibility of operating their water system. Because of their previous experience with a private company controlling the water system, many of the residents are not comfortable with relinquishing ownership of the water system.

The Homeowners Association is hopeful that the Authority could provide contract operation of the water system. If the residents are comfortable with our operation, they may consider transfer of ownership after a reasonable period of time.

Staff has prepared two cost options for the Association to consider.

Option 1 The Authority would handle day-to-day operations including billing and financial reporting. The Association would still be responsible for all other costs including electricity, chemicals, debt service of \$5,000 and maintenance repairs. The Authority's proposal for Option 1 is \$20,000.

Option 2 The Authority would provide complete operation of the water system including electricity, chemicals, maintenance and debt service. The Authority

would retain all revenues. However, at the end of a three-year contract, we would contribute a minimum of \$3,000 to their reserve fund. This amount would increase to \$5,000 if there were no well pump failures over that period. The current reserve fund has a balance of \$10,000. Under this option, the only risk to the Homeowners would be a loss of source water (impairment of groundwater wells).

Staff recommends that the Executive Director for Water Operations be authorized to submit a bid for operation of the Staroverlake Water System. This bid would include both mentioned options.

A lengthy and detailed discussion ensued considering Option 1 and Option 2 as well as a number of additional options and suggestions from Board members. A number of questions and comments were addressed by Mr. Robertson.

Following discussion, Mr. Bradshaw moved that the Executive Director of Water Operations be authorized to submit Option 2 as a bid for Operation of the Staroverlake Water System for a period of three years. His motion was seconded by Mrs. Holland and adopted by the following roll call vote:

AYES: Board Members Bradshaw, Goldsmith, Holland, Lawson, Minnix and Fink-----6.

NAYS: Board Member Davis-----1.

CITIZENS COMMENTS: None

COMMENTS FROM BOARD MEMBERS: Mr. Minnix stated that since the Board would not be meeting in December, he would like to take this opportunity to wish everyone a Happy Thanksgiving and a Merry Christmas. He asked the Executive Directors to wish the same to the entire Water Authority staff on behalf of the Board.

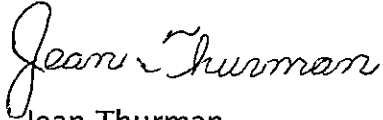
Mr. Bradshaw asked if the work session in January is a lengthy one that requires an earlier start time. Mr. McEvoy responded, no. Staff would just like for this to be our budget kickoff in workshop format to receive Board comments and expectations before budget work begins.

OTHER BUSINESS: None

Mr. Fink adjourned the meeting at 4:25 p.m.

APPROVED JANUARY 20, 2011

ATTEST:

A handwritten signature in cursive script that reads "Jean Thurman".

Jean Thurman

Secretary

WWA Board of Directors